

Terms of reference (ToR) for the procurement of services

CONFIDENTIAL

Field facilitators for coffee robusta in Tanggamus District, Lampung Province

Project number/
cost centre:
G-010998-007 / 18.0128.1-
007.80

0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	4
3.	Concept.....	6
	Technical-methodological concept	6
	Project management of the contractor (1.6)	6
	Further requirements (1.7).....	7
4.	Personnel concept.....	7
	Team leader	7
	Short-term expert pool with minimum, maximum	7
5.	Costing requirements	8
	Assignment of personnel and travel expenses	9
	Sustainability aspects for travel	9
	Workshops, events and trainings.....	10
6.	Inputs of GIZ or other actors.....	11
7.	Requirements on the format of the tender	11
9.	Outsourced processing of personal data	11

0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
BMZ	German Federal Ministry for Economic Cooperation and Development
FBS	Farmer Business School
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GDPR	General Data Protection Regulation
GAP	Good Agriculture Practice
GHP	Good Handling Process
iDPP	Integrated Development Partnership with Private Sector
KUB	Kelompok Usaha Bersama
RegenTa	Regenerative Tangguh
SASCI+	Sustainability and Value Added in Agricultural Supply Chains in Indonesia
CSO	Civil Society Organization
ToRs	Terms of reference
ToT	Training of Trainer

1. Context

The Sustainability and Value Added in Agricultural Supply Chains in Indonesia (SASCI+) is conducted on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) as a part of the special initiative “Transformation of Agricultural and Food Systems” (AGER). The program promotes the sustainability of selected agricultural supply chains in partner countries and is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Agricultural commodities like coffee, cocoa, natural rubber, or palm oil play an important role in rural development in many developing and emerging countries where they form the basis for the life of millions of households. However, their production and processing are accompanied by numerous ecological, economic, and social challenges. Often supplied as unprocessed raw material into global supply chains, limited value is added in producing countries. Many farming households are struggling to meet their basic needs and invest in sustainable production practices. Furthermore, coffee, cocoa and palm oil are often perceived as drivers of deforestation and forest degradation. With consuming markets and multinational companies strengthening their efforts to eliminate deforestation and human rights abuses from the supply chain, the sustainability of raw material is becoming a precondition for market access.

To address these challenges the program implements the project “Sustainability and Value Added in Agricultural Supply Chains in Indonesia” (SASCI+). Based on a previous successful collaboration project between GIZ and Nestlé Improving smallholder coffee farming systems in Southeast Asia (Project Coffee+), the GIZ and Nestlé are collaborating in an Integrated Development Partnership (iDPP) to further enhance the sustainability of coffee farming systems in the partner countries. To this end, new approaches are integrated into the iDPP collaboration, such as Regenerative Agriculture and agroforestry approaches, for further enhancing productivity and adaptation to climate change impacts. Furthermore, the Living Income Concept and corresponding implementation approaches are being developed for the coffee supply chain in selected areas and will constitute a new innovative approach in terms of achieving decent incomes for coffee producers.

In Indonesia Nestlé and GIZ aim to reach 7,000 coffee smallholders to produce sustainable coffee and increase their yields and incomes also increasing their resilience to climate change. All targeted farmers are members of the dedicated Nestlé Farmer connect 4C supply chains which is part of more than 300 farmer groups and woman farmer group. Women participation in trainings, field activities and in farm planning is still very low. This often has cultural causes, but also women often have a heavy daily workload with many social responsibilities that do not allow them to join training events and field-activities. Lack of sustainability provision and low-capacity building inputs to the farmer groups are the reasons of their business weakness, low of yield, profitability, low value addition, quality, and marketing. Through the Farmer Business School Concept, which was adapted to the Asian context, farmers gained a better understanding of the link between economics and good agricultural practices. Intercropping archetypes were developed and are being tested in demo plots.

The main focus from the project will be addressing the adverse effects of climate change and low incomes by building more resilient communities through regenerative agriculture. To enable the transition from the current conventional coffee farming to a regenerative system, which is better adapted to adverse climate change impacts and with an increased focus on innovative nature-based coffee production, the smallholder coffee farmers, farmer groups and relevant actors in the robusta coffee sector will be incentivized to adopt regenerative agricultural practices. 7,000 coffee farmers have been trained in Farmer Business School

regenerative curriculum and need to be follow-up and strengthening their capacity to keep adopt and implement their knowledge after training and focus to increasing the adoption on FBS regenerative curriculum.

For this purpose, the project is contracting a service provider (contractor) to support activities for field facilitator on transforming livelihoods and climate resilience of smallholder coffee producers through the adoption of regenerative agriculture production systems with FBS (Farmer Business School) regenerative curriculum, focusing on Tanggamus, Lampung. The contractor will be guided and supervised through the GIZ Advisor (henceforth called Advisor).

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

1) Preparatory phase/Field Action Plan & Data Collection:

- a) Kick off session with GIZ to agree approach and common understanding of the assignment
- b) Analyse the existing intermediate farmer organization or KUB (Kelompok Usaha Bersama). In total, 4 KUBs targeted for this project will participate in this project with the farmer groups and farmers on their value chain.
- c) Identify existing farmers and farmer groups operating in the project area to join the FBS Regenerative training program.
- d) Develop field action plan derived from the project coffee robusta Lampung operational plan.
- e) The field facilitator will work based on his/her own action plan upon agreement from advisors and project team and based in project area.
- f) Prepare Inception Report with Assignment Work Plan and Methodology to be discussed and signed off by GIZ

2) Implementation of follow-up coaching, mentoring for 2,000 targeted farmers:

- a) Conduct coaching for the trained farmers to follow-up the implementation of the training content in line with the capacity development strategy and to ensure that progress towards SASCI+ project indicators is made for total 2.000 farmers with 2 coaching visits for each farmer at minimum.
- b) Maintain regular coaching and mentoring and provide technical assistance to the farmers and farmer groups related the FBS Regenerative and ensure relevant documentation is done in the record book system, business development aspect and relevant project activity.
- c) Regularly assist KUB and Farmer Group in action planning, monitoring, and provide relevant technical advice.
- d) Encounter and overcome the bottleneck in field using a participatory approach.
- e) Support the development and organization of quality assurance measures and suggest necessary changes, improvements and initiatives coming up from the field.

3) Evaluate progress on implementation and adoption with a sample of 500 farmers:

- a) Conduct monitoring and evaluation for the trained farmers to assess the implementation of the training content in line with the capacity development strategy

and to ensure that progress towards SASCI+ project indicators is made, by sampling minimally 500 farmers.

- b) Closely monitor general developments in the target area and collaborate proactively with the advisor on all aspects relevant to the success of the project.
- c) Under the guidance of advisors, the field facilitator together with partner's facilitators, and KUB, facilitate and technically support every farmer group activity in relation to the project coffee robusta Lampung, based on the learnings from coaching and monitoring.
- d) Support the advisors and project team for the cooperation with local stakeholders (communities, village leaders, relevant non-governmental organization and other project to improve and maintain a good working relationship).

4) Reporting:

- a) Prepare a final report and a presentation summarizing the outputs from the assignment and key insights and recommendations obtained.
- b) Keep the advisor and project team informed about any important developments that affect the project's success.
- c) Contribute to project monitoring using the formats provided by SASCI+ (e.g. evaluation to be conducted after each training/coaching session).

Certain outputs, as laid out in the table below, are to be achieved during the contract term:

OUTPUT	Deadline	Criteria for acceptance	Payment term
Output 1: Preparatory phase; field action plan & inception	15.06.2026	- Kick off session with GIZ to agree on the approach and a common understanding of the assignment	
	22.06.2026	- Desk study, Field Action Plan, and identify the existing farmers	
	26.06.2026	- Inception Report outlining Assignment Work Plan and Methodology	
Output 2: Implementation of follow-up coaching and mentoring for 2,000 targeted farmers	30.09.2026	- Coaching for the trained farmers to follow up on the implementation of the FBS Reg. training content for a total 2.000 farmers with 2 coaching visits per farmer, is delivered. - Record Keeping documentation is available	1 st payment
Output 3: Implementation of monitoring and evaluation for 500 targeted farmers	30.10.2026	- Monitoring and evaluation for the trained farmers to follow-up the implementation FBS Reg. training content to ensure that progress towards SASCI+ project indicators is made, minimally total 500 farmers, is delivered. - Status of record keeping is available. - The status of evaluation and adoption is available.	
Output 4: Final Report and Presentation	30.11.2026	Final Report and Presentations available and signed off by GIZ	2 nd payment (final payment)

Payment term: 2x

The services described in Section 2 above shall be provided until 30.11.2026.

GIZ shall hire the contractor for the anticipated contract term, from 12.06.2026 to 30.12.2026.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

- The contractor is responsible for selecting, preparing, training, and steering the experts (short and long term) assigned to perform the advisory and facilitation tasks.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes, and invoicing in line with the requirements of GIZ.

- The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Further requirements (1.7)

- The contractor is familiar with regenerative agriculture and record keeping module concept.
- The contractor manages the value chain in agricultural commodity provided some development program.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling out the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved, and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the deliverables of the contractor (quality and deadlines)
- Project planning and management to ensure that targets are agreed within set timeframes and resources are available
- Coordinating and ensuring communication with GIZ, and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): Bachelor's degree in agriculture, economics, business-administration, or related field
- Language (2.1.2): B2-level language proficiency in English and excellent for Indonesian
- General professional experience (2.1.3): 7 years of professional experience in the agricultural sector, at least 3 years in the coffee supply chain
- Specific professional experience (2.1.4): 3 years with sustainability in agricultural supply chains in Lampung project, familiar with regenerative business development modules on coffee farming
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in Lampung Project
- Regional experience (2.1.6): 5 years of experience in projects in Lampung
- Development cooperation (DC) experience (2.1.7): 3 years of experience in DC

Short-term expert pool with minimum 7, maximum 9 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Contract implementation as instructed by Team Leader and in close contact with GIZ
- On-site assignment in Tanggamus based
- Admin staff perform administrative work such as collecting training/coaching participant lists, manage farmer database and also related documents in field activities.

Qualifications of the short-term expert pool

- Education/training (2.6.1):
 - 8 (from a maximum of 9) experts with bachelor's degree in Agri-business, Rural Socio Economics, Agronomy, Forestry or similar discipline agricultural, forestry and husbandry sciences and 1 expert with bachelor's degree in business administration or related field.
- Language (2.6.2):
 - 8 (from a maximum of 9) experts with with C2 -level language proficiency in Indonesian, local languages, good language skills in B2 -level language in English required for at least 1 expert.
- General professional experience (2.6.3):
 - 8 (from a maximum of 9) experts with 3 years of professional experience working in the agriculture community development sector especially for coffee agronomy and supply chains is preferred,
 - 1 expert with 3 years of professional experience in the project administration and finance
- Specific professional experience (2.6.4):
 - 6 (from a maximum of 9) experts with 3 years of professional experience in strengthening farmer organizations, capacity building, facilitators and digital skill, record keeping module, regenerative agriculture,
 - 1 expert with 3 years of professional experience in business and project administration and finance and data treasury.
- Regional experience (2.6.5):
 - 6 (from a maximum of 9) experts with 3 years of experience working in Tanggamus region, or another district in Lampung
- Development cooperation (DC) experience (2.6.6):
 - 3 experts (from a maximum of 9) experts with 3 years of experience with local government agencies and donor projects.
- Other (2.6.7): Basic computer command and software operation skills (Microsoft Office) and digital application

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for work (**based on output**), we would ask you to offer your services at a lump sum price that should be divided per output described below. The price per output must contain all relevant costs (experts fee, travel expenses, training, etc.). The estimated expert days serve as guidance in this respect.

Outputs/partial works	Estimated expert days for orientation	Deadline
Output 1: Preparatory phase; field action plan & inception	Team leader: 5 days Short term expert pool: 18 days	26.06.2026
Output 2: Implementation of follow-up coaching and mentoring for 2,000 targeted farmers	Team leader: 25 days Short term expert pool: 1080 days	30.09.2026
Output 3: Implementation of monitoring and evaluation for 500 targeted farmers	Team leader: 5 days Short term expert pool: 162 days	30.10.2026
Output 4: Final Report and Presentation	Team leader: 5 days Short term expert pool: 18 days	30.11.2026

Assignment of personnel and travel expenses

Team leader: On-site assignment/travel up to 27 expert days from total assignment 50 days.

Short-term expert pool (Field Facilitators): On-site (Tanggamus based) assignment for 1278 expert days.

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

Travel expenses	Number of experts	Quantity	Total	Comments
Per diem allowance in Lampung	1	27 days	27 days	For team leader. Per-diem allowance when on-site assignment/travel to Tanggamus
Overnight allowance in Lampung	1	27 days	27 days	For team leader. Overnight allowance when on-site assignment/travel to Tanggamus
Transport	Number of experts	Quantity	Total	Comments

Domestic Flights (round trip)	1 9	6 flights 18 flights	6 flights 18 flights	Travel to the work location: from Jakarta/other cities to Lampung (Tanggamus)
CO ₂ compensation for air travel			24 flights	A fixed budget of IDR 4.350.000 is earmarked for settling carbon offsets against evidence. A recommendation on offset providers will be shared with the contractor in the kick-off meeting.
Airport transportation	1 9	6 trips 18 trips	24 trips	Travel within the assignment location, transfer to/from the airport, etc.
Local transportation			27 days	Travel in the assignment location using a rental car and/or motorcycle during field work in Tanggamus
Other costs	Quantity	Price	Total	Comments
Flexible remuneration		IDR 30.000.000	IDR 30.000.000	Use of the flexible remuneration item requires prior written approval from GIZ.
Coaching/meeting/training		IDR 60.000.000	IDR 60.000.000	The budget contains the following costs: - Meeting meals @IDR 25.000 for 2.100 farmers, ICS staff, KUB staff, PPL government extension, etc. - Training kit; stationery, printing material, etc. for up to IDR 7.500.000

Workshops, events, trainings

The contractor implements the following workshops/training/meeting courses/
assessment/follow-up coaching and feedback session with occurring costs to be integrated in
the respective output fee

- 85-90 Coaching seasons for approximately 2,100 of participants (farmers, ICS staff, KUB staff, PPL government extension, etc.)

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- A supervisor who will coordinate and direct activities on the ground
- Contacts to local stakeholders
- Information on the global program, SASCI+ the iDPP for coffee robusta Lampung and relevant training materials (GAP and GHP manual, Farmer Business School Regenerative module)

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format standard for application. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in Indonesian or English.

As the contract to be concluded is a contract for work, please offer a fixed lump sum price that covers all relevant costs (experts' fees, travel expenses, training, etc.). The price bid will be evaluated on the basis of the specified lump sum price. In addition, please also provide the underlying daily rate. The specifications for pricing are defined in the price schedule.

8. Outsourced processing of personal data

The performance of the contract may be associated with the processing of personal data by the contractor, who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an INDEPENDENT DATA CONTROLLER and must ALONE comply with ALL applicable data protection obligations, including regional and local laws. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GDPR's data transfer rules must be considered whenever personal data leaves the EU for a third country. The GIZ is NOT in any way responsible for such processing and, apart from non-personal data (statistics), the GIZ does not expect to receive any personal data from the contractor.
